

# POWHATAN FARMERS MARKET AT WESTCHESTER COMMONS

2017 Vendor and Artisan Application Packet

May 4 through October 26, 2017

4-7:00 p.m. Every Thursday



Thank you for your interest in becoming a vendor in the Powhatan Farmers Market at Westchester Commons (PFM-WC). *Please read and follow the instructions below.*

Applications to the 2017 season must be accompanied by a one-time, non-refundable application fee of \$25. Weekly fees are \$15.

Full-time vendors committing to the 26-week season who pay in advance for the season will receive:

- Permanently assigned space
- 20% discount on their season fee

Space	Season Total	Paid Weekly	Paid In Advance Total	Savings
Asphalt (10'x10')	\$390		\$312	\$78
Asphalt (20'x10')	\$780		\$624	\$156

PLEASE READ THE MARKET RULES & REGULATIONS & SIGN THE AGREEMENT THAT YOU WILL ABIDE BY THEM.

If you are a new PFM-WC vendor or you are a returning vendor but your business has changed substantially, include a business brochure (if available) and any applicable descriptions/photos of items as well as any other forms or copies as requested below. **(Emailed photos/forms are not accepted.)** Submit your completed and signed application with a check for \$25 made payable to Powhatan Farmers Market to:

Powhatan Farmers Market at Westchester Commons  
P.O. Box 892  
Powhatan, VA 23139

## PRODUCERS

**PFM-WC IS A PRODUCER-ONLY MARKET.** Vendors may sell only those vegetables, berries and/or meats they produce and, with preapproval, vegetables, berries and/or meats produced by another farmer whose application has also been accepted. ***Powhatan Farmers Market at Westchester Commons prohibits resale.***

## ARTISANS

All items presented for sale must be handcrafted and individually designed/made by the artist. New vendors must include photos and descriptions of your items with your application. Returning artisans do not need to provide photos. ***Powhatan Farmers Market at Westchester Commons prohibits resale.***

## PREPARED-FOOD VENDORS

If you wish to sell prepared foods, you must provide a sample menu as well as the address of your kitchen and a copy of your health department permit(s).

## QUESTIONS/ADDITIONAL INFORMATION

Questions may be directed to India Cox – [india1405@verizon.net](mailto:india1405@verizon.net), 598-2457. You can also visit the PFM-WC Web site: [www.PowhatanFarmersMarket.com](http://www.PowhatanFarmersMarket.com).

## 2017 PFM-WC Rules & Regulations

1. The 2017 PFM-WC will operate from 4 p.m. until 7 p.m. on Thursdays beginning May 4 and ending October 26. Vendors must be completely set up and ready for business no later than 3:45 p.m.
2. Vendors must be the original producers of all items sold. *No reselling is allowed.* Sodas, water and fresh Virginia seafood are the exception. Produce and crafts must be grown/crafted in Virginia.
3. Vendors may partner with other local farmers/artisans to bring their products to market, provided each partner has submitted an application and are approved.
4. Growers selling products labeled as ORGANIC must be in compliance with the National Organic Program and submit copies of appropriate documentation.
5. Vendor applications must be approved by the Powhatan Farmers Market Committee at least two weeks before the vendor plans to begin selling at the PFM-WC.
6. Crafts must be approved by the Powhatan Farmers Market Committee. Photos and descriptions of crafts MUST be included with your application. (Returning artisans are exempt unless your offering has changed demonstrably.)
7. Only original art and applied crafts that are self-produced, handcrafted and of high quality workmanship will be considered. The component materials must be sufficiently modified from their original state to demonstrate true craftsmanship.
8. Vendors accepted into the market are expected to be at the market. If a vendor cannot attend, she/he must notify the market manager by noon the Tuesday preceding market day. A vendor is permitted two no-shows. After that, that vendor must pay the \$15 vending fee for any no-shows.
9. It is the responsibility of the vendor that all of his/her food items presented for sale meet state and local health regulations, including labeling as well as temperature control. Prepared-food vendors MUST provide a copy of their health department documentation with their application.
10. All scales used for determining price must display an inspection sticker issued by the Virginia Department of Agriculture and Consumer Services that is no more than two years old.
11. Each seller is responsible for cleaning up his/her immediate area.
12. Vending spaces are 10'x10', 20'x10' and 30'x10'. Vendors are responsible for bringing all items they need to sell their product. Electricity is not available. Generators are allowed but must be placed behind the vending space in such a way that noise and fumes are not a problem to customers or other vendors. All canopies must be securely anchored! If you cannot do this, you must forego using a canopy.
13. After setting up, vendors must move their vehicles away from the market to allow for customer parking. Vendors cannot move their vehicles into or out of the vending area during market hours unless it's an emergency, and the move is coordinated with the Market Manager.

### Important Information

- **Marketing:** You are asked to email a blurb to the market manager describing what you are bringing to the market that week. It should be submitted no later than **noon Tuesday**. Your blurb will be included in a Constant Contact email blast to PFM-WC customers and added to the PFM-WC Web site. *This is advertising! Make use of it!*
- **No Shows:** We expect your presence unless you tell us otherwise. It is imperative that you let the market manager know by noon Tuesday if you are not coming to the market that week. Two no-shows will be allowed. After that, you must pay your fee for any no-show. Please email the market manager with your intentions.

14. Vendors must provide proof of liability insurance. The property owners, the Powhatan Farmers Market Committee and the County of Chesterfield bear no responsibility and are held harmless if a vendor is sued.
15. Vendors must operate their business in a professional manner at all times.
16. Vendor signage shall be appropriate for a farmers market.
17. One 501(c)3 organization per week is permitted from both Powhatan and Chesterfield county. The organizations must complete the application and be accepted. The application and day-of market fees are forgiven. If an organization wants to attend additional weeks, it will pay the \$15 market fee for each appearance. (For example, a non-profit wants to be present at two markets in a given month: the application fee is waived, the first week's fee is waived, but the organization will pay \$15 for the second appearance.)
18. The Powhatan Farmers Market at Westchester Commons may be closed if hazardous weather conditions are imminent.
19. Rules are created, modified and enforced by the Powhatan Farmers Market Committee, and may change.

**With my signature on the Hold Harmless Clause and Insurance/Media Release Permission, I agree to abide by these 19 rules and regulations.**

***The Powhatan Farmers Market at Westchester Commons is delighted to welcome back the Kids' Market and Children's Corner sponsored, respectively, by the Virginia Cooperative Extension office–Powhatan and the Powhatan County Library every first Thursday of the month!***

The Powhatan Farmers Market at Westchester Commons is grateful to GREENBERG GIBBONS, COLONIAL FARM CREDIT, VIRGINIA FARM BUREAU-POWHATAN, VIRGINIA COOPERATIVE EXTENSION–POWHATAN, AND POWHATAN COUNTY LIBRARY for their sponsorship and support!

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## 2017 PRODUCER/ARTISAN INFORMATION

Please complete the following. This information may be used to advertise/promote your products at the Powhatan Farmers Market at Westchester Commons as well as on the Market's web site and Facebook page. *Please write legibly!*

Farm or Business Name: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_ Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Webpage: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Address of Farm/Business location if different from mailing address:

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

My EIN Number is \_\_\_\_\_ I am including proof of my liability insurance.

I am including my VDACS and/or VDH permits.

1. Are you a  New or  Returning PFM-WC Vendor? Are you a 501(c)3?  Yes  No
2. I request \_\_ 10'x10' space(s).  I am paying in advance for the 2017 season.
3. How often would you like to attend the market: weekly, bi-weekly, monthly (circle one) or on these dates:  
\_\_\_\_\_
4. How long have you been in business as a farmer, vendor or artisan and growing/making the products specified in your application? \_\_\_\_\_
5. Do you sell at other farmers markets? Which one(s) and how long have you been selling there?  
\_\_\_\_\_
6. How many miles do you travel to vend at the PFM-WC? \_\_\_\_\_ If a grower, how many acres do you have under cultivation? \_\_\_\_\_ (This information is being collected for the Virginia Farmers Market Association [VAFMA] to build a data-driven argument supporting the value of farmers markets in the Commonwealth. PFM-WC is a member of VAFMA and the Capital Area Farmers Market Assn. [CAFMA])
7. Please provide a short paragraph about yourself and your products. This will be used on the PFM-WC web site and as your default description in the weekly list of vendors appearing at the Market that is emailed to 500 local email addresses via Constant Contact. *This is important advertising – give it thought!*

## PRODUCT AVAILABILITY

Please indicate the item(s) and availability for the products you will bring to the Powhatan Farmers Market at Westchester Commons.

### PRODUCE

Varieties	Months Available						USDA Certified Organic
<input type="checkbox"/> Asparagus	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Beans	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Berries	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Broccoli	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cabbage	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cauliflower	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Corn	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cucumbers	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Eggplant	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Greens	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Herbs	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Melons	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Peppers	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Potatoes	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pumpkins/Gourds	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Salad Greens	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Squash	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tomatoes	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Tree Fruits	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other includes \_\_\_\_\_

### OTHER ITEMS

Varieties	Months Available						USDA Certified Organic
<input type="checkbox"/> Baked Goods	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Bath and Body	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Jewelry	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Crafts	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pottery	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Landscape/Plants	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Cut Flowers	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Livestock Products	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Seafood	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Specialty Foods	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Honey	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Eggs	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept	<input type="checkbox"/> Oct	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other includes \_\_\_\_\_

HOLD HARMLESS CLAUSE AND INSURANCE /  
MEDIA RELEASE PERMISSION

HOLD HARMLESS CLAUSE/INSURANCE

All authorized vendors and artisans participating in the Powhatan Farmers Market at Westchester Commons shall be individually and severally responsible to the property owners, Greenberg Gibbons, and its management; the Powhatan Farmers Market at Westchester Commons; and/or the County of Chesterfield for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the vendor's/artisan's negligence or that of its servants, agents, and/or employees. All vendors/artisans hereby agree to indemnify and hold the property owners, property management, the Powhatan Farmers Market at Westchester Commons, and/or the County of Chesterfield, its officers and employees harmless from any loss, cost, damages, and other expenses, including attorneys' fees, suffered or incurred by the property owners, property management, the Powhatan Farmers Market at Westchester Commons and/or the County of Chesterfield by reason of the vendors'/artisans' negligence or that of its servants, agents and employees; provided that the vendors/artisans shall not be responsible nor required to indemnify the property owners, property management, the Powhatan Farmers Market at Westchester Commons, or the County of Chesterfield for negligence of the property owners, the Powhatan Farmers Market at Westchester Commons, or the County of Chesterfield, its officers, or employees.

No insurance is provided by the property owners, property management, the Powhatan Farmers Market at Westchester Commons, or the County of Chesterfield to participants in the Powhatan Farmers Market at Westchester Commons.

MEDIA RELEASE

The property owners, property management, the Powhatan Farmers Market at Westchester Commons, and the County of Chesterfield use electronic and traditional media (e.g., photographs, video, audio footage, testimonials) for marketing purposes. By my signature on this form, I acknowledge receipt of this clause and give permission to the property owners, property management, the Powhatan Farmers Market at Westchester Commons, and the County of Chesterfield to use such reproductions for publicity/marketing purposes in perpetuity without further consideration from me. I understand that I will need to notify the Powhatan Farmers Market at Westchester Commons if any changes to my situation occur that will impact this media release permission.

*I/We agree to abide by the Powhatan Farmers Market at Westchester Commons Rules & Regulations, the hold harmless clause, and the insurance statement and media release permission. I understand that my failure to comply with the Market Rules & Regulations, and their spirit, may be cause for dismissal from the market.*

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Please print the name(s) signed above: \_\_\_\_\_